



www.kaizenglobe.com

“Your Virtual Business Partner.”
“Grow and Enhance your Business with Us.”

Digital Project Management, Virtual Assistant, Global Team Management, 360°
IT Solution, Software & Applications Development, WebSite Development &
Designing, Complete Start-Up Solutions, Animation & Motion Graphics

About us

We focus on lean methodology across virtually all business sectors in all parts of the globe.

Our team is composed of dedicated and young enthusiastic professionals who identify ways to improve your Business for long-term Success. As a digital business partner utilizing the disruptive power of technology and ingenuity to help digitally enable our clients' business in their pursuit of next. Our approach to transformation is grounded in a view of both the company and the customers simultaneously, and a unique fusing of strategy and consulting, experience and technology with an enduring culture of problem-solving creativity.

Virtual Assistant

A Virtual Assistant, who not only works for you but works with you. Kaizen Globe makes it easy for you to hire a Virtual Assistant remotely. We do tasks for you and take the pain out of the process. We find, hire, and manage VAs for you.



Appointment Scheduling Services



Online Purchases



Job search



Itinerary Management



Home Budget



Ad Hoc Work Requests



Special Occasion Reminder



Healthy Diet Plan



Secure File Sharing



Our Virtual Assistants are Industry Experts with Extensive Knowledge

- Proficient in pro tools and software
- Works round the clock
- Trained and managed
- Committed to excellence
- Self-motivated
- Effective Communication
- Knowledge on new virtual assistance tools
- Great problem-solving capabilities
- Tact and discretion
- Strong attention on detail
- Strategic multi-tasking
- Proficient in Microsoft, Google, and most popular productivity suites

How Does it Work??



You send us the information of your task



Get a quick response from our representatives.



Delegate tasks to your dedicated VA.

Our Virtual Assistant Can Help You With?

- **Personal**
- **Research**
- **Email Management**
- **Social Media**
- **Website Maintenance**
- **Design unique solutions for an effective branding**
- **Custom design a logo for your business**
- **Establish visual identity and brand recognition**
- **Add persona to your website**
- **Experience a radical shift with your e-commerce online presence**
- **Redesign marketing materials for better opportunities**
- **Create effortlessly beautiful fashion font**
- **Convert your audience through well designed brand propositions**
- **Improve leads and conversions**

Research

- **Market feasibility study that gives right direction to your business**
- **Swift syndicated research support services prioritizing your needs**
- **Present useful information with in depth industry analysis**
- **Identify potential investors for any project**
- **Comprehensive data analysis specific to your industry**

Email Management

- **Set up alerts, rules, and filters to suit your needs and preferences**
- **Clean up and sort, archive or delete old emails clogging up your inbox**
- **Send introductory emails to new clients**
- **Manage and update your contact lists**
- **Unsubscribe you from unwanted email lists**
- **Manage your auto-responder when you are out of the office**
- **Respond to requests for meetings, set them up, and add them to your calendar**

Social Media

- **Creating and updating profiles on different social media channels**
- **Researching, curating, updating content on social channels**
- **Scheduling posts with the help of Buffer, Hootsuite, Social Sprout, and other social media management tools**
- **Engaging, building your audience on different social media channels**
- **Measuring analytics to gauge engagement on different social channels**
- **Promoting your business on various social media platforms**
- **Keeping an eye on your competitors**
- **Running and managing social media campaigns**
- **Improve leads and conversions**

How We Work

We fuse startup thinking and agile methods to help established companies and the public sector increase their customer value, drive operational effectiveness and thrive in an evolving world.

We are confident that we can work beyond your expectations and reach your primary goals.

We work with clients to create focused and streamlined objectives that continually deliver value, breakdown silos, improve workflow and modernize systems.

Our Beliefs

Fresh ways of working ensure relevance in our evolving world.

Industry specialization



Why Choose Us

We assure you a service that reduces your overhead business expenses. Optimal utilization of resources to provide quick, efficient and affordable services is our unique proportion. Avail our virtual assistance that could lead you to the top of the success ladder.

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Contract policy



Flexible Monthly Plans



Industry Best Pricing



No Hidden Costs



Flexibility in Plan Change



Access to Specialist Teams



Back Up Assistant at
ZERO Additional Cost



Gain Hands-On
Experience



Innovative
Workforce Solutions

Affordability

We offer full time dedicated Virtual Assistance at the best affordable price.

Result Driven

We help you out in managing time effectively and efficiently so that you can maintain a balance between both professional and personal lives.

Industry Orientation

Truly diplomatic industry-oriented services par your requirements and expectations.

Why Choose Us?



24/7 Support & Services



Skilled Professional



Transparent Process



Customized Service



Flexible plan

Frequently Asked Question

Q: Is there a limit to the amount of requests that the assistants can handle?

A: No, there is no set limit that is necessary. We are equipped to handle any amount of requests that you need assistance with.

Q: Will the status of my professional and personal requests and occasions be updated automatically, or do I have to add them manually?

A: The status of your work requests will depend on the information that you will give our assistant and they will make the necessary changes accordingly.

Q: Will the assistant be able to answer calls after business hours?

A: Yes. Our virtual assistants are perfectly equipped to work with the time schedule of your preference.

Q: Would I have to manually alter my inbox in any way?

A: No. Once a virtual assistant has been assigned to you, she/he will manage the inbox in its entirety.

Q: Will the intervention of the virtual assistant in any way, hamper my agenda?

A: No. Our virtual assistants will never be a liability to your schedule.

Why Us



EXPERIENCED TEAM

Our Team has extensive experience, knowledge and skills who believes in



PROFESSIONAL SERVICES

Kaizen Globe extends comprehensive professional services encompassing the best in the industry.

CLIENT CONFIDENTIALITY

We are committed to ensure privacy and confidentiality of our clients. We are following strict standards on guarding client's information to ensure that all information provided to us is kept safe and secure. We abide by our Confidentiality Policy and insist always on signing Non-Disclosure and confidentiality Agreement.

COST EFFECTIVE

We offer you high quality services at the most affordable prices. Offload your work on us and focus on your core strength. While we adopt the best practices and ensure highest accuracy, our services will cost only a fraction of your current cost. We can help you cut down on committed costs and still scale up your operations.



Contact With Us

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